



Policy: 4250
Procedure: 4250.04
Chapter: Critical Incident
Support Team
Rule: Suicide Prevention

Effective: 04/06/05
Replaces:
Dated: 09/24/03

Purpose:

In the event of a completed suicide, life-threatening suicide attempt, or death of a juvenile in an ADJC facility or in the community, the Arizona Department of Juvenile Corrections (ADJC) shall provide effective intervention and support services. A Critical Incident Support Team (CIST) shall be established for the benefit of employees, juveniles, and families involved in or adversely affected by the death of a juvenile. In addition to specific activities involving the critical incident, CIST may act as a referral source for those who are having difficulties dealing with the stressful situation and who may need professional assistance.

Rules:

1. The **ADJC CLINICAL DIRECTOR** shall designate and maintain an active list of qualified mental health professionals (QMHP) and Chaplains to be members of the CIST:
 - a. The **CLINICAL DIRECTOR** shall assign members based on their availability during the daytime or nighttime hours;
 - b. **EMPLOYEES INVOLVED IN CIST ACTIVITIES** shall flex their work schedule when needed to ensure compliance with Arizona Department of Administration (ADOA) work hours/time-off guidelines;
 - c. The **CLINICAL DIRECTOR** shall provide the list of CIST members and appropriate contact information to:
 - i. Assistant Director for Safe Schools;
 - ii. Superintendent of Education;
 - iii. Program Administrator for Community Corrections;
 - iv. Clinical Administrators;
 - v. The secure facility Communications Center to assist with contacts as necessary.
 - d. **CIST MEMBERS** shall attend training that includes, but is not limited to:
 - i. Definition of roles and responsibilities;
 - ii. Communication protocols of information to the juvenile's family, other juveniles, and employees;
 - iii. Critical Incident Stress Debriefing (CISD);
 - iv. Test drills to ensure the availability of the team and coordination of existing resources.
2. In the event of a completed suicide, life-threatening suicide attempt, or death of a juvenile in an ADJC facility or in the community, the **RESPECTIVE ADJC ASSISTANT DIRECTOR OR PROGRAM ADMINISTRATOR** shall designate and immediately notify one member of the CIST Team to function as a team leader. The **TEAM LEADER** shall:
 - a. Be a qualified mental health professional who serves in an administrative role within the agency not directly affected by the critical incident;
 - b. Be responsible to activate the team immediately following notification by the Assistant Director;
 - c. Collaborate with the Secure Facility Superintendent or Community Corrections Administrator (and other designated administrative employees as necessary) to determine which employee(s) and juvenile(s) require support during the first 72 hours following a critical incident, within 8 hours of notification of a critical incident

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- d. Coordinate the CIST team responsibilities;
 - e. Relieve the affected Psychologist or Psychology Associate;
 - f. Debrief with the affected Administrator;
 - g. Establish the scope of the employees and juveniles directly or indirectly involved;
 - h. Monitor to what degree the employees directly or indirectly involved are coping with the critical incident;
 - i. Coordinate with the Administrator the affected staff who are cleared to work;
 - j. Coordinate 72 hours of follow-up care; and
 - k. Identify staff for follow-up with private insurance, outside provider, or Employee Assistance Program (EAP) counseling services.
3. The **LOCAL ADMINISTRATOR** shall:
- a. Designate a large, quiet room(s) for the CIST team to organize the mental health response and for a quiet space for the affected employees to begin the process of recovery. The critical response for this room shall supersede any previous scheduled activity;
 - b. Enlist the aid of external resource groups, as necessary:
 - i. ADJC employees;
 - ii. External crisis teams; and
 - iii. Religious and/or spiritual support groups.
4. **CIST MEMBERS** shall inform other affected juveniles in a timely manner and provide supportive opportunities for reaction during and after the critical incident. Under the direction of the facility psychologist and clinical team, the **CIST TEAM** shall:
- a. Support the juveniles in discussing feelings of confusion, pity, guilt, irritation, etc.;
 - b. Provide the opportunity for the juveniles to say farewell (e.g. a farewell meeting or visit);
 - c. Provide the opportunity for the juveniles to express sympathy to family;
 - d. Provide appropriate pastoral counseling, as necessary;
 - e. Identify follow-up services and other precautions for the juvenile.
5. **CIST MEMBERS** shall provide supportive services to the juvenile's family directly affected by the critical incident. The **TEAM** shall:
- a. Ensure a waiting period of 72 hours is maintained before the clearing of the affected room or area;
 - b. Provide the next of kin with the opportunity to visit the critical incident room or area, if appropriate;
 - c. Ensure that the possessions of the deceased are treated with respect and returned to the family members including:
 - i. Any farewell letter; and
 - ii. Any work the juvenile has accomplished;
 - d. Provide pastoral support either on-site or with a referral to a Community Chaplain in the juvenile's geographic area. The **CHAPLAIN** will also assist in community referrals for:
 - i. Pastoral counseling;
 - ii. Mortuary and burial arrangements; and
 - iii. Public fiduciary (for financial assistance).
6. **CIST MEMBERS** shall provide supportive services to the employees directly and indirectly affected by the critical incident. The **TEAM** shall:
- a. Begin follow-up calls and/or visits to employees directly involved within 12 hours following the critical incident;
 - b. Organize and facilitate support group meetings;

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